

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

April 24, 2023

PRESENT:	Denise van Rootselaar	Chair
	Corry Heinrichs	Vice Chair
	Karen Egge	Trustee
	Sherill Day	Trustee
	Kathrin Langlois	Trustee
	Cindy Clarke	Administrator
	Alison Wiebe	Savanna Library Manager (via Zoom)
	Bevonna Livingston	Woking Library Manager (via zoom)
ABSENT:	Kristen Smith	Trustee
	Michele Kettles	Bonanza Library Manager

1. CALL TO ORDER

Chair Van Rootselaar called the meeting to order at 3:30 p.m.

2. ADOPTION OF AGENDA

01-04-24-23 Moved by Vice Chair Heinrichs that the agenda for the April 24, 2023, meeting be adopted as presented. **CARRIED**

3. ADOPTION OF MINUTES

02-04-24-23 Moved by Trustee Langlois that the minutes of the February 9, 2023, meeting be adopted as presented. **CARRIED**

4. LIBRARY MANAGER'S REPORTS

Bonanza – Administrator Clarke read the written Library Manager Report from Michele Kettles of the Bonanza Library since she was absent from the meeting. The Report contained information on the Painting classes that were held during the winter and the positive responses from participants. The sub-manager that was hired did not work out and a new

sub-manager has been hired. Donations to the Bonanza School Spring Bingo includes a Lord of the Rings boxed CD set and a children's book. Prizes for the TD Summer Reading Program have been ordered.

Savanna – Alison highlighted her written report on the activities of the Savanna Library which included positive responses from participants of the Painting Program who look forward to resuming the classes in the fall. Homeschoolers have been signing up for library cards, and a number of people have come to write tests at the library. Savanna Library has 34 people signed up for the Summer Reading Program. A couple of seniors came to the Library for assistance setting up their e-readers. Alison asked if it would be possible to acquire a cell phone booster for the Library as there is little to no service available in the Library itself.

Woking – Bevonna highlighted her written report which included the success of the Escape Rooms that the Library hosted, as well as the movie nights. An Open House was held as requested by the Board and had 4 attendees. Other events hosted by the Woking Library included a silhouette card/sign making workshop, a candle making workshop, and a pysanky class (Ukrainian Egg decorating) in collaboration with Woking Willing Workers. Bevonna would like to attend the annual Manager's meeting hosted by PLS in May.

- 03-04-24-23** Moved by Trustee Day that authorization be given to any Library Manager who wishes to attend the Annual Manager's Meeting hosted by Peace Library System on May 8, 2023. **CARRIED**
- 04-04-24-23** Moved by Trustee Langlois that Summer Hours for the Libraries be as follows: Bonanza – Tuesday/Thursday 10:00-1:00; Savanna – Monday/Wednesday 10:00-1:00; Woking – Monday/Wednesday 3:00-6:00 and up to 2 Saturdays per summer month. **CARRIED**
- 05-04-24-23** Moved by Trustee Day that the Savanna Library be authorized to spend up to \$2000.00 from contingency for the purchase and installation of a cell phone booster. **CARRIED**
- 06-04-24-23** Moved by Trustee Langlois that the Library Managers from Bonanza and Savanna be authorized to carry out the duties of the Summer Courier. **CARRIED**
- 07-04-24-23** Moved by Trustee Langlois that the Library Manager Reports be accepted as presented. **CARRIED**

5. LIBRARY ADMINISTRATOR REPORT

Administrator Clarke reported on the duties and activities completed since the last Board Meeting which included completion of T-slips for income tax purposes and submission of the 2022 files to Saddle Hills County for audit.

08-04-24-23 **Moved by Vice Chair Heinricks that the Administrator Report be accepted as presented. CARRIED**

6. LIBRARY CHAIR AND TRUSTEES REPORTS

Trustee Langlois – attended the Woking Library Open House/Meet and Greet and had a good time visiting with those who also attended. Trustee Langlois enjoyed the cotton candy and popcorn made from the units available in the Woking Library Collection of Things.

Trustee Day – had nothing to report.

Trustee Egge – attended the Board Basics Workshop hosted by Municipal Affairs in February. Trustee Egge brought back copies of the workbook and legislation for Administration to include in Trustee Binders. Notes of interest from the workshop included: Policy Review requirements to keep in line with other legislation from Employment Standards, OHS, and FOIP as required; section 5(33.1) of the Libraries Act states that Library Boards are required to meet at least once every 4 months with additional meetings as necessary; the Service Responses on pages 24 and 25 of the Workbook are in line with the responses included with our Library Board's recent Plan of Service; and that the Plan of Service is a useful tool for the Library Manager's to use for planning collections and programs; does our budget reflect the library service needs; page 29 of the workbook reviews the evaluation of governance tools for Library Boards including comparables with other libraries in the area. Trustee Egge would encourage other Trustees to attend the Board Basics workshop in the future.

Vice Chair Heinricks – welcomed a new grandson since the last meeting, bringing the grandchild count to 5. Vice Chair Heinricks took some of the Painting Classes and enjoyed the experience. Libraries are becoming more popular as people are discovering that they are not just for books anymore. Word around the community is that our Libraries already stay in touch with people and provide services that community members want.

Chair van Rootselaar – signed the Lease Agreement with the Woking Multiplex Association.

09-04-24-23 **Moved by Trustee Day that the Library Board Chair and Trustee Reports be accepted as presented. CARRIED**

7. FINANCIAL REPORTS

a) Administrator Clarke presented the March 31, 2023 Financial Statements for approval.

10-04-24-23 **Moved by Vice Chair Heinrichs that the Financial Statements to March 31, 2023 be accepted as presented. CARRIED**

8. LIBRARY BOARD OPERATING GRANT

A letter was received from the Minister of Municipal Affairs, Rebecca Schulz, stating that the Provincial Budget has increased funding to Libraries. The Saddle Hills County Municipal Library Board will see an increase of \$4810.00 to its Operating Grant from Municipal Affairs.

11-04-24-23 **Moved by Trustee Egge that the letter from Rebecca Schulz, Minister of Municipal Affairs be accepted for information; and that a Thank You Letter be sent as well. CARRIED**

9. WOKING MULTIPLEX ASSOCIATION UPDATE

12-04-24-23 **Moved by Vice Chair Heinrichs that the amended Lease Agreement with the Woking Multiplex Association, dated March 1, 2023, be adopted as amended and signed. CARRIED**

10. GIC INVESTMENTS MATURING

13-04-24-23 **Moved by Vice Chair Heinrichs that \$25,000.00 from the maturing GIC investments be deposited to the T-Bill account for the Savanna Library renovations; and that \$35,000.00 be reinvested for a 15 month Term split into \$20,000.00 and \$15,000.00 amounts. CARRIED**

11. CORRESPONDENCE

There was no correspondence for this Board Meeting.

12. NEXT MEETING DATE AND LOCATION

The next meeting is tentatively scheduled for June 8, 2023 at the Woking Municipal Library at 3:30 pm.

13. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 4:44 pm.

Denise van Rootselaar, Chair

Cindy Clarke, Administrator

